

GRADUATION POLICIES AND PROCEDURES

A REMINDER: YOU MUST PETITION TO GRADUATE! Immediately upon registration for your last term of enrollment, you must stop by the Webster Office to complete a Petition to Graduate. Once an academic audit has been completed, all names of potential graduates are submitted to the Main Campus for final evaluation and degree conferral. **THIS IS NOT AN AUTOMATIC PROCESS. YOU MUST COMPLETE A PETITION FORM.**

GRADUATE PETITION SUBMISSION DEADLINES

SUMMER, 2009 - DUE NOW
FALL I, 2009 - DUE NOW
FALL II, 2009 - DUE NOW
SPRING I, 2010 - NOVEMBER 1, 2009
SPRING II, 2010 - NOVEMBER 1, 2009

GRADUATION POLICIES AND PROCEDURES

Webster University at Scott Air Force Base holds two informal cocktail party graduations each year. They are held in late January for Summer, Fall I and II graduates, and June, for Spring I and II graduates.

1. Each graduate may bring one adult guest at no charge.
2. Graduates may invite up to four additional guests at a cost of \$5.00 per person, paid in advance.
3. All invitations are mailed after the posting of the last term's grades and RSVP's are required by the date requested on the invitation.
4. Military graduates will receive invitations for their Commanders and Supervisors.
5. All military graduates should update their military records by requesting an official transcript to be sent to AFIT/RRA (Officers) or the Base Education Office (Enlisted).

NOTE: Graduates may also attend the formal cap and gown graduation ceremony on the main campus in St. Louis. This commencement ceremony is customarily held on the second Saturday in May. There is no limit to the number of guests that can attend this commencement celebration, but students will be responsible for notifying the Scott Office **NO LATER THAN THE LAST DAY IN FEBRUARY** if they wish to participate in this commencement ceremony. Completing a Petition to Graduate DOES NOT automatically arrange for students to attend the formal cap and gown ceremony in May.

REQUIREMENTS FOR GRADUATION

- Completion of all required courses by the end of the term.
- Completion of a Petition to Graduate form.
- Completion of an End of Program Evaluation form.
- Payment of the \$50.00 graduation fee, which will appear on your statement during the month of your graduation.
- All balances due on account must be paid in full before students will be mailed their diploma and student transcript.
- The diploma and transcript will be mailed approximately 8-10 weeks after the graduation conferral date.
- Completion of transfer of credit, core course substitutions, incomplete course changes of grade, and all degree requirements.
- Prior to degree completion, students are assigned a nonrefundable Graduation Candidacy Fee which covers degree audit functions, diploma production, and future transcript requests. The Graduation Candidacy Fee is not a substitution for completing the Petition to Graduate form.

